

## Student Guide to Reserving Space in Farrell Hall

**STEP 1: Identify the purpose and objective of your meeting/event/program**

**STEP 2: Connect with the proper School of Business resource as it aligns with your purpose and objective.**

### Program Specific

- Large group study session (10+)
- Large work session (10+)
- Part of the degree experience for all students in your program/class year



### Contact your Program Representative

- Undergraduate Program: Emily Allen
- MSA Program: Mary Knapp
- MSBA Program: Cherie Fu
- MSM Program: Ebony Boyd
- WS MBA Program: Courtney Burton

### School of Business Recognized Graduate Student Organizations



Contact relevant Staff Support  
SEC's: Program Representative/ISS  
Other Orgs: Ashlynn King

### School of Business Affiliated Undergraduate Student Organization



Contact Assigned School of Business Faculty Advisor Administration Support

### Non-School of Business Organization

- Any graduate club/organization not chartered through the School of Business or undergraduate club without a business focused mission.



### Log into DeaconSpace to reserve space in other campus facilities:

- Contact the Office of Student Engagement or Benson University Center for assistance.

### Individual or Small Group

- Small group study /work session (-10)
- Presentation practice
- Individual studying
- Personal use



Space cannot be reserved for this type of usage. Consider using common spaces in Farrell Hall or other campus locations